

**Evergreen Fire District  
Board of Trustees  
Meeting**

Meeting Minutes

Special Board Meeting of February 11th, 2019 – 7:00 pm

**CALL MEETING TO ORDER:**

Chairman Verworn calls meeting to order at 6:58 pm

**TRUSTEES PRESENT:**

Verworn  
DePaul  
Adams  
Fallon

**TRUSTEES ABSENT:**

Nace

**EFD STAFF PRESENT:**

Fire Chief Williams  
Fire Marshall Covington

**RECOGNIZE PUBLIC IN ATTENDANCE:**

Wayne Evert

**PUBLIC COMMENT:**

*At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District.*

**FINANCIALS:**

**Discuss and Approve December 2018 Financials**

Fallon states ambulance was paid for beginning of December but no money was transferred until January to pay. Chief Williams states the County sent the check to the District's post office box which has not been in use for 4 years. The check sat and was finally kicked back and resent. Covington states the address has been corrected at the County. Fallon states \$80,400.00 was authorized for the purchase and asks how much was spent. Chief Williams states there is nothing left over to return to CIP Fund.

*DePaul makes a motion to accept and approve the December 2018 financials as presented; seconded by Fallon; passes unanimously.*

**PAST ITEMS/UPDATES:**

1. **Discuss and Approve Meeting Minutes for Reg Board Mtg December 3; Special Brd Mtg December 19; Reg Brd Mtg of January 7<sup>th</sup>.**

*DePaul makes a motion to accept the meeting minutes of Dec. 3, & 19, 2018 and Jan 7, 2019; seconded by Adams; passes unanimously.*

2. **Levy PR Discussion**

Chief Williams states pamphlet style newsletters have been completed. He states he believes he understands why some registered voters were not receiving newsletters due to deduplication; names were being omitted from mailing lists. DePaul asks if it would be worth the cost of using the main master list to avoid deduplication. Covington states it would double the mailing cost was \$2347.00 plus postage of \$1150.00 for total of \$3497.00 which was approximately half of the master mailing list. Verworn asks if there is a 'unique touch counter' on the website. Covington states there is a counter but not 'unique touch'. Verworn suggests the possibility of including a public service announcement on the website as well as FaceBook to let the registered voters know

about the deduplication problem and provide a way to resolve the issue. Chief Williams states that Kristine Powers and her husband purchased radio time for their existing business and have donated a lot of time to the District. Fallon, Covington and Williams are meeting with Rotary Club at noon at Perkins on February 12<sup>th</sup>. Chief Williams states that the Chamber of Commerce has included the information in their newsletter and is helping advertise and distributed the Pancake Social information and has made contact with Moose Lodge and Evergreen Lyons. Chief Mahugh asked for a digital copy of the pamphlet which his department will also distribute. Personnel have gone to businesses and asked if signs asking for people to vote could be posted in their windows and they have been well received. Chief Williams states the further efforts will be made regarding posting signage because the inclement weather had been making it difficult. Fallon asks if there were any businesses that declined posting levy signage and Covington states Town Pump and Army Navy. Chief Williams states personnel plans on bagging groceries at Super 1 and asking shoppers if they are registered voters of Evergreen and giving them literature. He also had the idea that personnel would be present at Cislo's and have a conversation with patrons and have literature available and acknowledges a drawback being not all patrons are going to be residents of Evergreen. Fallon states there was a favorable editorial in Sunday's Daily Interlake. Chief Williams states KCFW intends to follow up with another interview a week prior to ballots going out.

### **3. District Staffing Discussion**

Chief Williams states that in June 2018 the Board had approved funding to bring on 2 additional personnel; EMT and Paramedic with a budget of \$72,000. The pilot project continues but is close to being at or over budget by the next meeting. He states data mining for this project has been difficult because actual employees that are seasonal are picking up additional shifts and/or current existing employees have been picking up open shifts. Open slots vs bodies to fill those slots had to be run on 'open positions filled' with a lot of those positions remaining unfilled during the summer months due to not having the staffing even though the District had the approval for the money. This allowed the project to run longer than the expected 5 to 6 months. He states part of the difficulty with gathering data is that it was not being tracked prior because there wasn't any additional staffing which makes a comparison nearly impossible. He states that when the additional personnel was brought on, a special series of questions were added to Emergency Reporting with a specific call number assigned; i.e., calls that the District was not able to staff and referred to another agency. He states that (as recorded in previous meeting minutes) the District needed an additional \$6,000 in income to support the 2 additional personnel which was accomplished. (See report/graphs included in packets). Covington states that more than enough income was coming in per month; approximately \$11,000 per month vs the \$6,000 needed. The conclusion is that the District is able to cover additional call volume with the 2 additional personnel. Fallon asks if Pintler has implemented any further changes to improve collections. Chief Williams states there have not been any additional changes. Chief Williams reiterates a point regarding Emergency Reporting program; a question can't 'just be established' for data because it is a nationwide system that the District purchased. Any suggestion(s) regarding data report changes goes to the voting membership of Emergency Reporting and it is either approved or not approved. Chief Williams shows a graph report that he was able to run with the implementation of the added questions and provided data from June 1 through Jan. 31<sup>st</sup> for Evergreen Only, EMS calls. (see graph) The data targets secondary crew response due to first crew already being on another call (23 were reported during that time frame). Modified; calls that required more than personnel on duty (2 calls of this type but included in the 23 calls); Referred to another agency; another agency handled the call or transported (7 calls of this type with 4 having personnel on scene but did not have transporting ambulance and 3 calls EFR could not take); Initial crew means the 2 man crew of which there were 429 calls during that time period. Verworn asks what date the data was implemented and Chief Williams states June 1 to Jan. 31 which would be an eight month time period. Fallon asks for clarification on the days/time



for additional personnel that had been approved and was told that it was an additional two personnel (1 Medic/1 EMT), 12 hours, 7 days per week. Fallon calculates number of calls and states EFR was able to respond to a total of 56 calls over that 8 month period which was an additional 7 calls per month but acknowledges there is no way knowing the revenue gained from each call. Fallon asks if Chief Williams could provide revenue for the previous 8 month period so it could be compared to the time period being discussed and Chief Williams states he could provide the data. Verworn asks if the levy passes will the funding for the additional personnel program will end and Chief Williams confirms that it will because the levy will support 4 personnel on-shift 24 hours per day. Verworn asks if having the additional personnel has kept EFR from having to request mutual aid and Chief Williams states "absolutely". Verworn concludes that the community of Evergreen was better served with the additional personnel and Chief Williams confirms that not only were the residents better served but that EFR was able to adequately staff the station for a second crew and also able to provide 4 personnel on the engine when needed whether in Evergreen or mutual aid. Chief Williams states that it has been beneficial because there aren't any slow months anymore and if there were only 2 personnel on shift the department would not currently be operating very well. Chief Williams asks the Trustees that the program be continued until the outcome of the levy on March 13<sup>th</sup>, 2019. Verworn suggests revisiting the current discussion at the Board meeting on April 1<sup>st</sup>. Fallon states that the time period of continuation should go through June 30<sup>th</sup> because if the levy passes, the new funding starts on July 1<sup>st</sup> and things will change for July 1<sup>st</sup> whether the levy passes or fails. He states if there is increased revenue then it should be able to support this cost. Verworn asks if there is a period of time that will pass before that money is available and Fallon states not until November 30<sup>th</sup>. Fallon states that there is supposed to be increased revenue that can cover that first 4 ½ months of the new fiscal year so it shouldn't be an issue.

*Adams makes a motion to continue the additional staffing model for 5 months and not to exceed \$60,000 with a review to take place on June 1<sup>st</sup>; seconded by DePaul; motion passes unanimously.*

#### **NEW ITEMS/UPDATES:**

##### **1. Discuss regular Board meetings and times**

Fallon states Trustees should not be changing the meeting dates/times that were established as regular meeting dates/times. DePaul states Trustees are volunteers and are involved in more than one demand on time. Fallon states that as a public entity Trustees are obligated by State Law to the Public for their participation whether they do or not. Verworn suggests a time change of 6:00 pm and keeping the date of first Monday of each month.

*DePaul makes a motion to continue having Board meetings on the first Monday of each month with meeting time to change from 5:30 pm to 6:00 pm; seconded by Fallon; passes unanimously.*

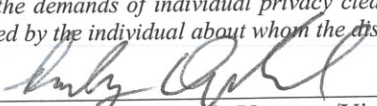
#### **CHIEF'S REPORT:**

##### **1. December 2018 Call Volume**

Call volume for the month is down by 5 calls but call volume is still up overall for the year.

##### **Adjourn at 8:14 pm.**

*The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.*

  
Chairman Brodie Verworn/Vice Chair DePaul

  
Secretary Dave Adams